

MP3 & CD BURNING SOFTWARE

myMP3 2.0

Steinberg
creative • tools



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Welcome to the *My MP3* On-Screen Manual!

Please use one of the methods described below to quickly find the desired information:

- Use the Table of Contents provided by the Adobe Acrobat Reader program.
- Use the Adobe Acrobat Reader Search function.
- Click on a cross-reference or in the Table of Contents (**green text**) to jump to the respective topic.

It is of course possible to print out this document or parts of it.

Additional Information on how to use the Adobe Acrobat Reader program can be found in its online Help.



Operation Manual

Introduction

Congratulations on your purchase of *My MP3*!

My MP3 is a versatile MP3 program with a number of very useful features and an excellent sound quality.

Using *My MP3*, you can...

- Open and play audio files in the formats MP3, Wave, Aiff, WMA and Ogg Vorbis.
- Record audio and store it in MP3, Wave or Aiff format.
- Export audio in MP3, Wave, Aiff, Real Audio and WMA format.
- Create, store and open Playlists in two commonly used formats.
- Apply EQ (i.e. increase or decrease the level of bass, mid or treble frequencies) and apply high quality mastering effects to the songs that you play, save or record onto CD.
- Store EQ and effects settings with the Playlist.
- Store your songs on Data CDs and/or Audio CDs (CD recorder required).
- Store your songs on external MP3 Hardware-Players.
- Easily create and use a database - called Pool – where you can enter additional information for each song. You can then use a search function to display all songs in the Pool for which a certain word or descriptive term can be found in the available categories.
- Use CDDDB's online service to receive title names and artist information about the CD currently in your CD-ROM drive.
- Show or Hide individual program sections.
- Download files from the Internet with the integrated FTP Browser.
- Switch between different user interface Skins that give your program a different look.
- In real time play back and record Internet Radio MP3 streams.

We hope that you will enjoy using *My MP3*!

Your Steinberg-Team.

How you can reach us

You can reach Steinberg via the World Wide Web at

www.steinberg.net.

Here, you will find technical support, user areas and many other things.

System Requirements

In order to be able to use *My MP3*, your computer system must meet the following requirements:

- As a minimum configuration you will need a PC with a Pentium MMX processor running at 200 MHz or with an AMD Athlon K7 processor running at 550 MHz, 32 Megabytes of RAM and a fast hard disk. We do recommend a system with a Pentium II running at 300 MHz or faster or a system with an AMD Athlon K7 processor running at 800 MHz or faster and 64 Megabytes of RAM.
- For audio editing you will need approx. 20 MB of hard disk capacity per minute of audio.
- 2.2 Gigabytes of free hard disk capacity for a 74 minutes Audio CD.
- DirectX® 6.0 or better (provided with *My MP3*)
- A 16 Bit compatible sound card, capable to record and play back audio using your computer's hard disk as a storage device.
- A 16 Bit video card and a compatible monitor.
- A CD-ROM drive.
- Windows® 98, Windows® ME or Windows® 2000, correctly installed and running on your computer.
- Optional: A DAO-compatible CD recorder, connected via IDE or SCSI.

Installation

Before you install *My MP3*

Before you proceed with the installation, please make sure that Windows, the sound card and its driver are correctly installed on your computer.

-
- You should be reasonably familiar with how to operate your computer.
-

If necessary, carry out the following tests to make sure that your sound card works correctly:

- **Use the software that came with your sound card or the Audio Recorder and Media Player applications included with Windows to make sure that the sound card records and plays back without problems.**

Installing the Software

- Before you proceed, read the Software Licensing Contract included in this package. By opening the packaging of the storage medium, on which the program is supplied, or sending back the registration card you are declaring yourself to be in agreement with the conditions in the contract.
-

A special installation procedure unpacks all files and automatically stores them in the right places on your hard disk.

1. **Insert the *My MP3* CD-ROM in your computer's CD-ROM drive.**
2. **If the Setup program is not automatically launched, launch the Explorer or open the "My Computer" window.**
If it is, jump to step 5.
3. **Double click on the drive symbol for the CD-ROM drive.**
4. **Double click on the icon of the Setup program (setup.exe).**
5. **Follow the instructions on the screen.**

When the installation process has finished, you should find the program in the Start menu and/or on the Desktop.

Register your Software!

Please fill out and send in the registration card that comes with this package. Doing so will make sure that you are entitled to technical support and kept aware of updates and other news regarding *My MP3*.

Installing a CD Recorder

For all general instructions on installing SCSI cards and CD-R recorders, please refer to the instructions that came with the computer, Windows, the SCSI controller and the CD-R recorder itself.

For *My MP3*, please just check the following points:

- Make sure to have the latest firmware version installed in your CD-R unit. The firmware you have *must* support Disk-at-Once mode! In addition, running a unit with an older firmware might for example prevent you from writing Sub-Indexes into the Tracks.
- It is not required by *My MP3* that you have a general Windows driver installed for the unit, since *My MP3* has built in drivers for all the supported units. If you need to install (or already have installed) another driver for the unit, please be aware that there could be some driver conflicts.

At some point, you might want to check if *My MP3* can find the CD-R unit. Proceed as follows:

1. Click on the “Burn” symbol at the bottom of *My MP3*’s Playlist area. This opens the “Burn CD” dialog.

2. Check in the dialog that your CD-R unit has been detected.

If not, there’s something wrong with the installation or your CD-R unit is not supported by *My MP3*. Please check the Steinberg web site for the latest list of supported recorders.



The upper part of the “Burn CD” dialog.

The My MP3 window

First, you must of course start the program:

- **Select the My MP3 icon in the Start menu or double click it on the Desktop.**

This will start the program and open a large Window that is divided into several sections. This is the *My MP3* window.

- *My MP3's* look might differ from what you see below. Different program images (called Skins) are available. Two Skins are available on *My MP3's* Program CD and more can be downloaded from the Steinberg web site.



The sections are called Player, EQ / FX, Playlist and Pool. You can show or hide the sections. The buttons that you can use to do this, are located in the Player section.

Click on this button to show/hide this section:



Playlist and Pool sections

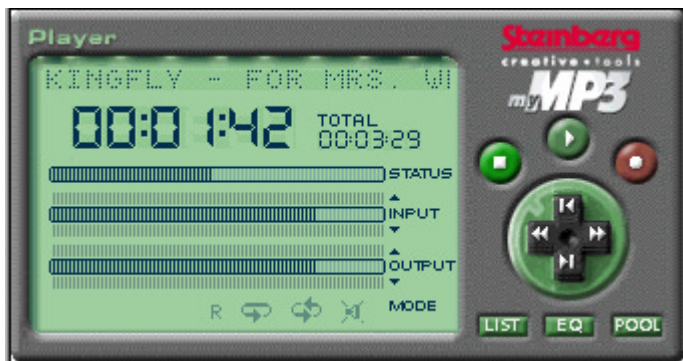


EQ and FX section



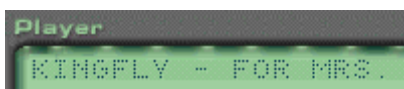
Pool section

The Player



The Player is the place where you play back, record and fast forward or rewind the audio of Song. Here you can also switch between the Songs in the currently used Playlist, activate various playback modes, mute playback and control recording and playback volume.

The Song Information Scroll Bar

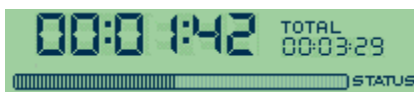


In the top left corner of the Player, there is an area where the Title and other information about the currently active

Song in the Playlist is displayed as a constantly repeated scrolling text.

- To stop scrolling or start it again, simply click on the text.

The Time Displays



The big figures in this section indicate how much time has passed since this Song has started. The small figures

under the Heading “Total” inform you about the total time of the Song. The indicator bar below these two values can be used to quickly change the current Song position.















- Simply click somewhere in the bar to move the Song position there.

The Transport Controls











These buttons can be used to start and stop playback, record and navigate within the Song or the Playlist.



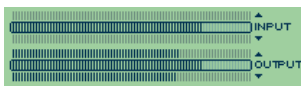
Button, e.g.	Name	Click on this button to...
 or 	Stop	...stop playback or recording.
 or 	Previous Song	...jump to the previous Song in the currently active Playlist.
 or 	Rewind	...rewind within the current Song.
 or 	Play	...play back the current Song.
 or 	Fast Forward	...roll the Song position forward within the Song.
 or 	Next Song	...jump to the next Song in the currently active Playlist.
 or 	Record	...activate recording. Recording starts, when the incoming signal level jumps over -40 dB.

The Playback Modes

These buttons are used to toggle between various playback modes.

Button, e.g.	Name	Click on this button to...
 or 	Repeat Song	...indefinitely repeat the Song that is currently played back.
 or 	Repeat All	...indefinitely repeat all Songs in the currently active Playlist.
 or 	Random	...indefinitely and randomly repeat all Songs in the currently active Playlist.
 or 	Mute	...mute play back.

Level Meters and Faders and Clip Indicators



In the Player section, you can find two Level Meter/Fader combinations, each with a Peak indicator.

One is used for Playback and the other is used for Recording.

The bar in the middle of each combination is the fader. By clicking somewhere onto the fader, you can set the volume. You can also change the fader setting by dragging.

The two meters to the left and right (above/below) of each fader indicate playback or recording volume on the left and right channels. The indicators flicker up and down (left/right) when you play back or record a Song.

Depending on the Skin used, there might be a Clip indicator at the top of each fader. Use these to check for signal clipping at the inputs or outputs of *My MP3*. Clipping occurs if the signal jumps above 0 dB at the input or output.

- **To avoid clipping, lower the respective volume fader.**
-
- Usually, clipping should be avoided at all costs, as it adds distortion to your audio.
-

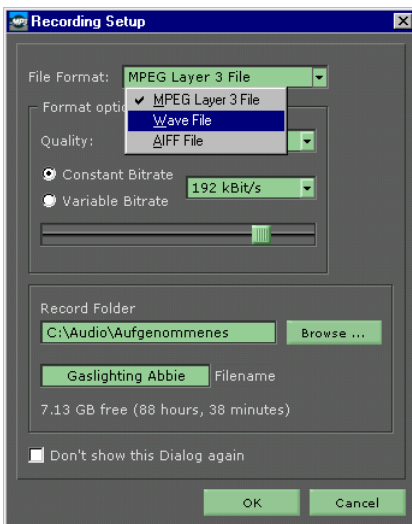
You can reset the clipping indicator by clicking on it.

Recording

To start recording in *My MP3*, proceed as follows:

1. **Make sure, the audio source that you wish to record from is active in your sound card's Mixer software and that the signal level arrives in *My MP3*. You can select the audio capture device in the Preferences dialog, see [page 43](#).**
2. **Click on *My MP3*'s Record button so that it flashes.**

If "Show Setup Dialog before recording" is ticked (active) in the Recording section of the Preferences dialog (that you can access from the Options button in the Pool), then a dialog appears where you can define the file format, the format options and the directory in which the resulting file will be stored. Here you can also give it a name.



3. **Do so, then click OK.**

If you now start playback of your source audio, *My MP3* will automatically start to record as soon as the source signal reaches a level of -40 dB.

The EQ / FX Section



This section can be made visible/invisible by clicking on the EQ button in the Player section.

Here you can filter the audio; i.e. you can control bass, mid and treble frequencies and store your settings as Equalizer Presets. In addition, four excellent Mastering effects (FX) are located in this section. They can be used to enhance quality and punch of your audio. It is also possible to create and store Presets of the FX settings that you make.

The improved EQ and FX algorithms do provide a distortion-free playback of your music, regardless of the amount of effect used. Make sure that distortion (clipping) doesn't occur during recording.

The On buttons and the Global button

These tiny buttons in the EQ / FX section do get their own paragraph in this manual because of their importance:



- If you wish to use the EQ faders on the left side of the EQ / FX section, then you must first activate the EQ On button (the left of the two On buttons in the middle of the window).
- If you wish to use any of the FX on the right side, you must first activate the On button below its fader and the FX On button (the right of the two On buttons in the middle of the window).

You can apply effects both to individual tracks as well as to the complete Playlist.

If the Global button is active (illuminated), then the currently active EQ / FX settings do apply to all Songs in the Playlist. They also apply to all Songs that you start by double clicking.



-
- In some dialogs (“Convert file” and “Burn CD”), there is an option called “Apply EQ & FX”. Please note that when you activate this function, then it will ignore the current settings of the Global, EQ On and FX On buttons. It will instead use the current EQ and FX settings.
-

The Equalizer (EQ)



The eight faders to the left together form the Equalizer section.

Each fader controls a certain frequency range of the total frequency spectrum that occurs in the Song.

When all faders are positioned in a middle position (0 dB), then no filtering takes place at all. That is, all frequencies that make up the complete sound, pass

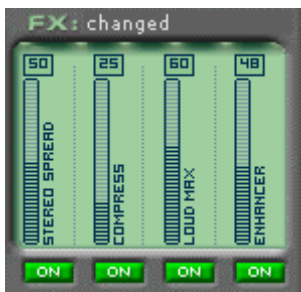
without being increased or decreased.

- If you now pull a fader downwards, then you decrease the level of the corresponding frequency range.
- If you pull it upwards, then you increase the level of the corresponding frequency range.

If you have never used such a Graphic Equalizer before, we recommend that you play back audio, activate the EQ by clicking on its On button (see previous page) and move any of the EQ faders up or downwards.

- **Experiment and listen to the results to understand how it works.**

The Effects (FX)



My MP3 has four high-quality Mastering effects.

This Effect	does this:
Stereo Spread	enlarges the stereo width of an existing stereo signal.
Compress	reduces the dynamic range of the audio (thereby levelling the difference between softer and louder sounds).
Loud Max	increases the perceived loudness and signal density.
Enhancer	increases the width of the frequency spectrum in the audio and improves its clarity and transparency

- Users of the previous *My MP3* version please note that the Compressor now lets the sound pass unprocessed when it is set to "0". A setting of "100" now means "full compression".
-

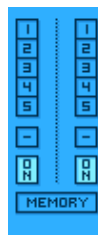
Preset Slots, Toggle buttons and Memory/Save button



In the middle of the EQ / FX section you find two columns of buttons that are numbered 1 to 5.

These are the Preset slots for the EQ Presets (the left column) and the FX Presets (the right column).

Below them, there's two other buttons, each with a horizontal line in it. These are the Toggle buttons.



- You can use the left one to toggle between the current and a neutral EQ settings for each Song in the currently open Playlist.
- You can use the right one to toggle between the current and a neutral FX settings for each Song in the currently open Playlist.

The Memory button at the bottom of this section (on the Classic Skin) or the Save button at the top of this section (on the Pilot Boy Skin) can be used to save the current EQ or FX settings as a Preset:

1. Move the faders to the desired positions.
2. Click the Memory or the Save button so that it flashes.
3. Click on the desired Memory slot number, where you wish to store the Preset.

-
- Please note that any Preset previously stored in that slot will be overwritten.
-

4. A dialog appears where you can name the Preset. Do so.

The name may be longer than 16 characters, but only this number of characters will be shown above the EQ / FX section, when you select the Preset.

The Playlist



On the currently available Skins, the Playlist is located below the EQ / FX section. This is what you can do with it:

- Open, save or create a list of audio files that you wish to play back with the Player. The list can also be generated automatically by the program itself.
- Add or remove Titles to/from the Playlist.
- Burn a Data CD (Mixed Mode format: with MP3s and possibly Wave files) or Audio CD (with Wave files only).
- Export and convert single MP3, Wave, Aiff, WMA and Ogg Vorbis files or a whole Batch into the same or another format (MP3, Wave, Aiff, WMA and Real Audio). In the process, you can determine other format options for the file or the Batch.
- Apply EQ and FX to all files that you wish to convert, export or burn onto CD.
- Edit ID3 Tags, i.e. Title, Artist and other information which is part of MP3 files.
- Transfer MP3 files into a connected portable MP3 Player.

Here's a description of what all elements in this section do:

New, Open and Save buttons



If you click on one of these buttons you can create a new Playlist (New), open an existing one from your hard disk (Open) or save a created Playlist onto your hard disk (Save).

When you select New, you will be asked if you wish to save the current Playlist, before a new empty one is created.

When you select Open or Save, a dialog will open, where you can open or save a Playlist in one of two available - widely used - formats: .M3U or .PLS.

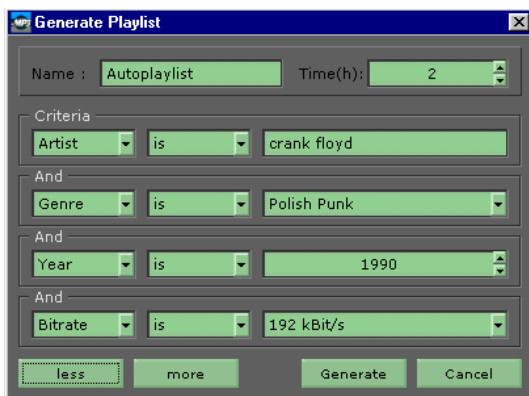
Generate button



You can use this button to let *My MP3* automatically generate a Play-list of a definable length and based upon criteria that you predefine. Here's how it works:

1. Click the Generate button.

This dialog opens:



2. Use the criteria pop-up menus and fields to define the type of music etc. that you wish to compile in the list. Then press the Generate button to let the program create the Playlist.

The Columns in the Playlist

The currently open Playlist has four columns that display information about each Song: Playback Status, Artist, Title and Time.

The Song that is currently played back is displayed in bold type within the list.

Below and to the right of the Playlist there are scroll bars that you can use to show the invisible parts of the list.

Below the actual Playlist, the total number of files within the list, their total playback time and file size is shown.

Add and Remove



Use these buttons to add and/or remove the Song(s) that you have selected in the Playlist or in the “Add to playlist” dialog. Both MP3 and Wave format files can be added or removed.

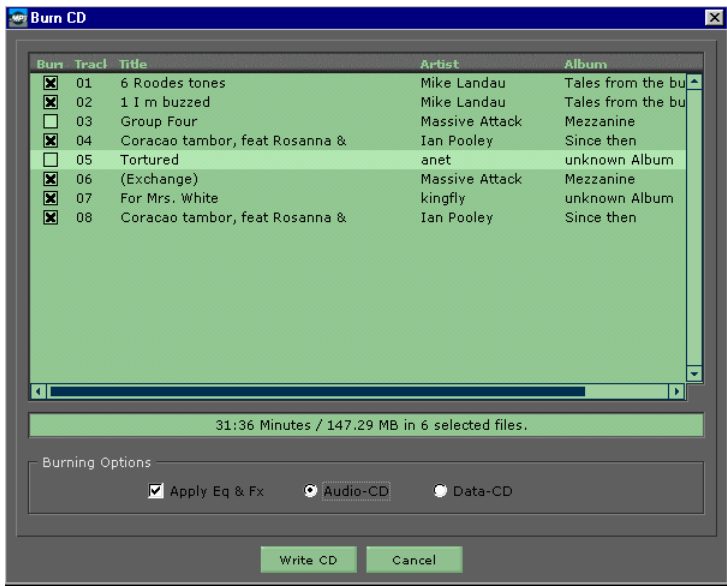
You can use the usual Windows techniques to select more than one file:

- To select several files that are positioned next to each other, click the first, then hold down the [Shift] key on your computer keyboard and while doing so, click the last of the files you intend to select.
- To select several files that are not positioned next to each other, click the first, then hold down the [Ctrl] key on your computer keyboard and while doing so, click the next of the files you intend to select.

The Burn dialog



This button opens the Burn dialog which offers an easy procedure to burn your own Audio and Data CDs.



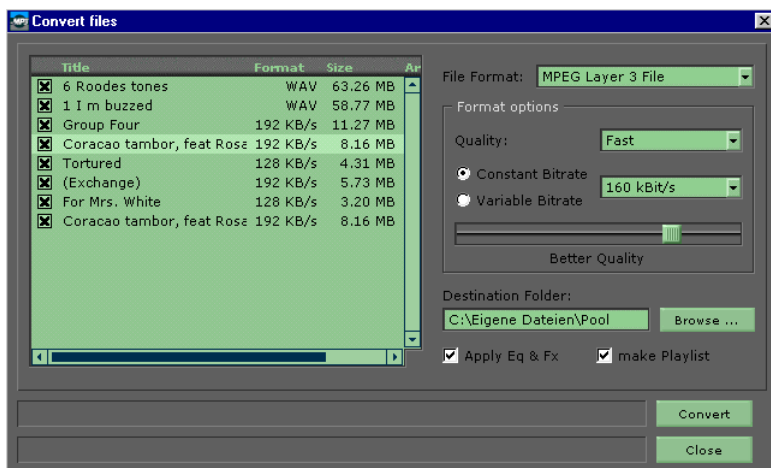
Proceed as follows:

1. Click any “Burn” check box to decide, whether the corresponding Title is recorded onto CD (check mark) or not (no check mark).
 2. You can let *My MP3* calculate the EQ and FX settings that you have made for each Song and write the resulting changed audio file onto CD.
- If you click **Write CD**, another dialog appears from where you can make additional settings and start the actual writing process.
-
- Remember, that writing a CD in one of the two supported formats is a continuous process that should never be interrupted, otherwise the CD can not be used.
-
- If you click **Cancel**, the “Write CD” dialog is closed.

The Export button – File Conversion



When you click the “Export” button at the bottom of the Playlist area, the “Convert files” dialog appears.



This is where you can convert the files that are currently listed in the Playlist. Conversion can take place between different variants of the same format or between formats and their available variants. Please keep this in mind:

- Whenever you convert a file with a low resolution, quality or bit rate into a file format with a higher resolution, quality or bit rate, the actual quality of the file will remain unchanged. I.e., you can not improve the quality of an audio file by just converting it to a file type with a higher resolution. MP3 is a format that physically removes part of the sound information in order to create much smaller file sizes. The lost parts can not be retrieved if you later try to convert this file back into a wave file or into an MP3 file with a higher bit rate. A similar approach applies to Wave files with a low resolution.

Here's a list of the elements in the dialog and what they do:

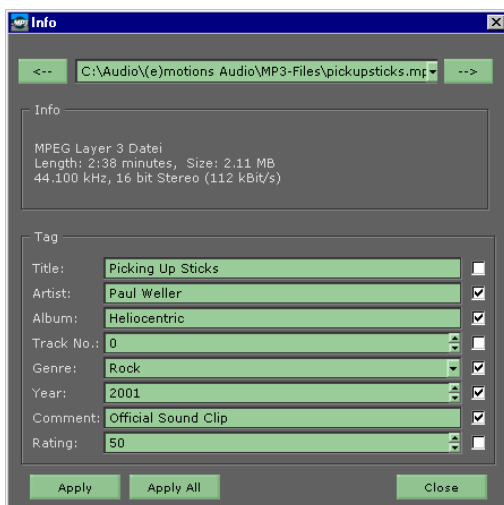
This Element	does this
Title list	Shows the titles, artists, file names, formats and file sizes of all Songs in the currently open Playlist.
File Format pop-up	Lets you choose whether the conversion should create files in MP3, Wave, Aiff, WMA or Real Audio format. Depending on what you select here, the Format options section in the dialog shows different pop-ups, where you can select from the various file quality options.
Destination Folder	Here you can define the path for the destination files. The "Browse..." button helps you to find the correct target folder.
Apply EQ & FX check box	Activate this, if all EQ and FX settings should be incorporated in the resulting files.
Make Playlist	Activate this, if you wish to create a new Playlist that contains all converted files.
Convert button	Click this to start the conversion process,
Close button	Click this to close the dialog.

The ID-3 Dialog



When you select an MP3 file in the Playlist and click on this button, then the following dialog will appear, where you can input, edit and save ID3 Tags.

If you have selected several files in the Playlist, the first one will be displayed in the dialog. Files that have another audio format are displayed in a non-editable File info dialog instead.



Element	Description
File pop-up menu & Arrow buttons	Here you can select any of the files that are currently selected in the Playlist, for editing its ID-3 tags. The pop-up also displays the path under which the file can be found
Title	Here you can input the title that is used within <i>My MP3</i> and other MP3 Players and that will be shown in the scrolling text at the top of <i>My MP3</i> 's Player. But what you input here will not change the actual MP3 file name on disk.
Artist	Use this to type in the name of the artist who created the piece.

Element	Description
Album	If there is an Album name, you can insert it here.
Track Number	Here you can assign a Track number to this title.
Genre	If you click on this item, a pop-up menu appears where you can select one of the available 148 describing categories.
Year	Here you can add the creation year. To do this, either use the arrow buttons or double click on the value field and type in the year. The latter is recommended if you wish to input a creation year for “ancient” music like e.g. 1767 or 1982...
Comment	If you wish to add a short comment (up to 30 characters), use this. Click in the field and start to type.
Rating	Using the two arrow buttons, you can define a personal rating value for each title.
Apply	Click on this switch to apply the changes that you have just made to the currently selected ID3 Tag.
Apply All	If you click on this switch, all changes that you have made to the visible title are applied. In addition, all options in the dialog, that you have activated by clicking on the small white box behind each line so that it gets ticked, will be written into all currently selected titles in the Playlist.
Close	Click this switch to close the dialog.

-
- Except for when you use Delete – which is executed immediately – always remember to click Save to make the new settings permanent.
-

Transferring MP3 Files to a Portable MP3 Player

You can transfer single or groups of MP3 files or complete Playlists that you have compiled in *My MP3* into a Portable MP3 Player device. A list of supported Portable MP3 Players can be found on the Program CD as well as on the Steinberg web site. Please point your Browser to www.steinberg.net

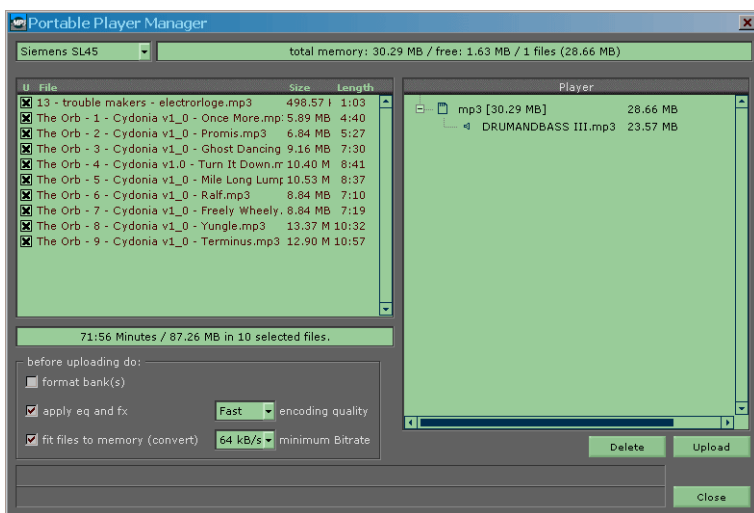
If the Playlist contains audio in other formats, then this will be encoded to MP3 before it's sent to the Portable MP3 Player.

To start the transfer process, do this:

1. **Connect your Portable MP3 Player to the computer as described in its documentation.**
2. **Compile the Playlist that you wish to transfer.**
3. **Click the "Transfer to Portable Player" button.**
The Portable Player Manager will be opened.



Clicking the "Transfer to Portable Player" button will open the Portable Player Manager dialog.



- The list on the left side of the dialog shows *My MP3*'s currently open Playlist. The list to the right displays the Player's current contents.
- If the Player can hold more than one Sound Bank (e.g. internal memory and additional SmartMedia Card), then these should generally be listed separately.

4. Select the desired MP3 Player in the pop-up menu at the top left of the dialog.

The Info bar to the right of the pop-up informs you about total, used and unused memory available within the device.

5. In the "U" (Upload) column, select the files that you wish to upload to the Player.

Ticked files are uploaded, unticked ones are not. By default, initially all files are selected for upload.

6. Use the Delete switch to delete files from the Portable MP3 Player.

7. Upload the selected files by clicking the Upload switch.

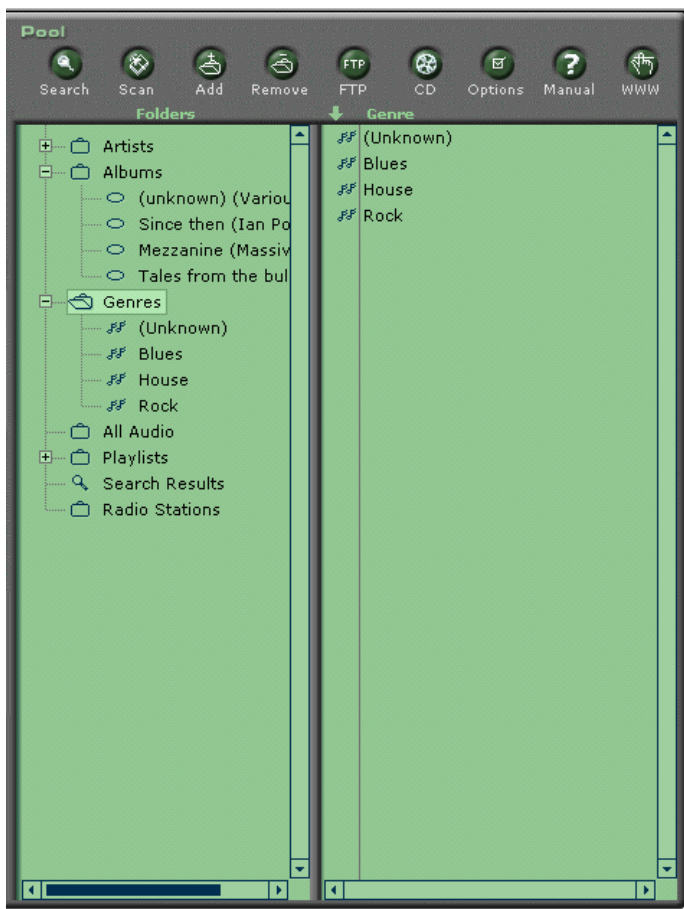
There are a number of functions that you can let the program carry out before the actual upload.

- **If you wish to format the Bank(s) in the Portable Player before the actual data is transferred, click on "Format Bank(s)" so that it's ticked.**
- **You can include the EQ and FX settings that you have made for each file. To do this, click on "Apply EQ and FX" so that it's ticked.**
- **It might happen that files that you wish to transfer don't fit into the Player's memory. If you still wish to transfer them, then you can use "Fit Files to Memory (convert)". This function first decodes and then encodes the files so that they fit into the available memory space. Please note that this can have an effect on the resulting audio quality.**
- There are two pop-up menus that you can use to set the Encoding Quality and the Minimum Bitrate used for those files that must be encoded.

The Pool

The Pool is a powerful database. Its window section is divided into a Folders tree on the left and the File List with its many available columns on the right.

Located above both, there is a number of buttons that activate certain functions or open dialog boxes where you can make certain settings.



These are the Pool's main features:

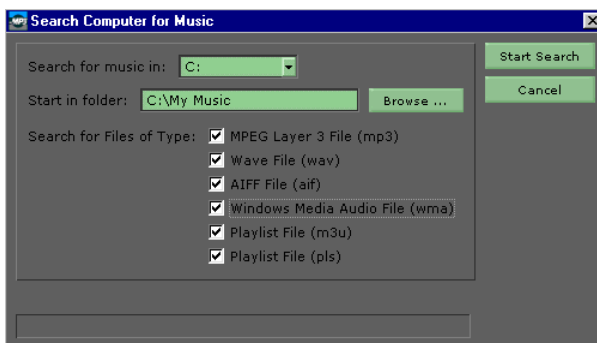
- All drives in your computer can automatically be searched for music in the MP3, Wave, Aiff, WMA and Ogg Vorbis file formats and for Playlists in the M3U and PLS formats. *My MP3* then automatically creates a database that contains all the music that has been found. All database entries are automatically sorted according to their hierarchical structure and the descriptive terms that they carry.
- There is a versatile Search function.
- You can manually add new audio files or Playlists to the Pool.
- You can download files from the Internet using FTP (the File Transfer Protocol).
- If your computer is connected to the Internet, you can listen to live Internet Radio and even record music from there. For this purpose you can select the desired station in the Pool window.
- You can remove files and Playlists from the Pool and/or physically delete them from the drive where they are stored.
- For each Song, the Pool contains an extensive list of descriptive terms, many of which can be changed manually.
- You can import (grab) audio from Audio CD and convert it into the MP3, Wave, Aiff or WMA file formats.
- While running *My MP3*, you can contact CDDb on the Internet and get more information (e.g. Titles and artist information) on the Audio CD that currently resides in your CD-ROM drive.

How do I use the Pool?

Using the Pool is pretty straightforward, especially if you do already have music in MP3 and/or Wave format on your computer:

1. Click the Scan button to let *My MP3* search for music on a specific or on all drives in your computer system.

The “Search Computer for Music” dialog appears.



2. Use its controls to define the drive(s), the start folder and to select the file types that you wish to include in the database. Then click “Start Search”.

Files that are recognized by information tags they carry, like artist, title etc. are automatically sorted into corresponding virtual folders within the database Folders tree.

In reality, they do remain in the folders where they have been stored, but within *My MP3*’s database, they are now sorted in an intuitive way and you can quickly find and start them with a double click.

Files that do not carry any tags can be found in the “Unknown” folder and you can later type in the corresponding information, if you wish.

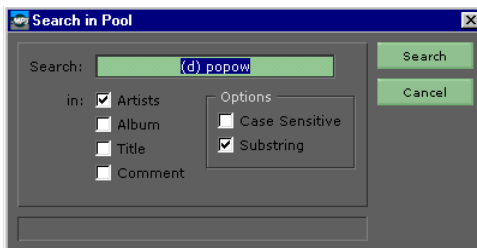
You can assign one of 148 available “Genre” tags to each file, add comments and ratings, look up the path under which the real file can be found, and much more.

All in all, 16 columns are available in the File List, that either just show information or let you manually type in information.

Column	Editing	Action & Result
Playback (Asterisk)	no	Double click starts playback.
Artist	yes	One mouse click lets you enter text.
Album	yes	One mouse click lets you enter text.
Title	yes	One mouse click lets you enter text.
Length	no	This slot can't be activated.
Genre	yes	One mouse click creates pop-up where you can select from 148 different genre tags.
Track	yes	One mouse click lets you enter text.
Comment	yes	One mouse click lets you enter text.
Bit rate	no	This slot can't be activated.
Sample Rate	no	This slot can't be activated.
Channels	no	This slot can't be activated.
Sample Width	no	This slot can't be activated.
Rating	yes	One mouse click lets you enter text.
Location	no	This slot can't be activated.
Added	no	This slot can't be activated.
Year	yes	One mouse click lets you enter text.

- If you right-click on a column title, then you open a pop-up menu, where you can define for each column whether it should be visible (tick) or invisible (no tick).**

4. If you wish to search for music by a specific artist, for a certain album or genre, click the Search button to open the dialog "Search in Pool".



5. Type in the term for which you want to search, activate the categories in which the search should take place and select any of the available options. Then click "Search".

The result of the Search process can be viewed in the Search Results folder.

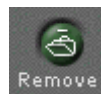
You can manually add files to the Pool.

6. Click the Add button to open a file selector where you can select the desired files. Use the "Files of type" pop-up to define which type of file you wish to see and subsequently add to the Pool, select the file(s) and click "Open".



You can manually remove audio files from the Pool and - if desired - also physically delete them from hard disk:

7. In the Pool, select the files that you wish to remove / delete. Use [Shift] or [Ctrl] as usual to select more than one file. Then click the Remove button.



My MP3 will now show an alert that asks you whether you wish to remove these Songs from the Pool or if you also wish to delete them from hard disk.

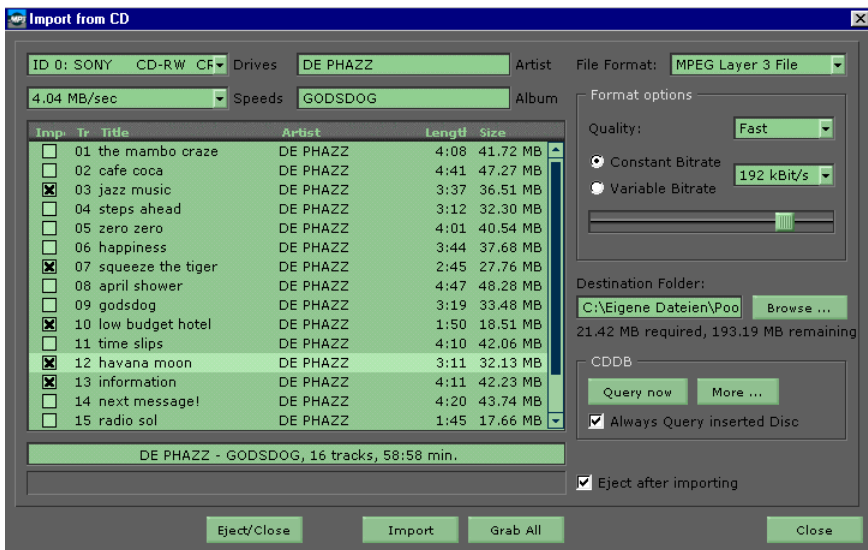
8. Click Remove, Delete or Cancel.

The selected file(s) will be removed from the Pool (and - if you selected Delete it will also be deleted from your hard disk).

Importing Files from CD

My MP3 lets you import audio files from CD and save them as MP3, Wave, Aiff or WMA files. To import audio from CD, proceed like this:

1. Insert the CD into your CD ROM drive.
2. Click the CD button in the top right of the Pool section.
The “Import from CD” dialog appears.



3. Use the Drives and Speeds pop-up menus to select the CD-ROM drive that you wish to import from and the reading speed.
4. Use the File Formats pop-up menu to select the resulting file format.
The contents of Format options part of the dialog do change, depending on what you select in the File Formats pop-up.
5. If you select “Wave File” or “Aiff File”, then three pop-up menus appear, where you can set the sample rate, sample width and number of channels of the resulting file.
6. If you select “MPEG Layer 3 File”, then two radio buttons appear, where you can choose an encoding method.

- Constant Bitrate stands for an encoding method where the bit rate used has a direct impact on the size and the quality of the resulting file. The higher the bit rate, the better the sound quality and the bigger the file.
- Variable Bitrate stands for an encoding method that uses a variable bit rate, depending on the complexity of the source sound material. This might result in smaller file sizes.

7. **By using the Quality and Bitrate pop-up menus and the Quality fader, you can determine the quality of the resulting file.**
8. **If you select “Windows Media Audio File”, then a pop-up menu appears where you can select one of several audio quality options.**
9. **In the “Imp.” column of the dialog, you can deselect all Titles that you do not want to import.**

10. **If you click on the Title, Artist or Album columns, then you can type in the corresponding information.**

Track number, Length and Size can not be changed here.

The functions in the CDDB section of the dialog help you to use the CDDB online database on the Internet, from where you can download Track names as well as other information about the CD from which you currently import music. You can find more information about this on [page 44](#).

11. **Click on “Query now” to connect to the CDDB server.**

For this to work, you must be connected to the Internet and the CD must reside in your CD-ROM drive.

12. **If you have a constant connection to the Internet, it might be useful to activate the check box function “Always Query inserted Disc”.**
13. **The rest of the buttons plus the one remaining check box in this dialog should be self-explaining: “Eject/Close” ejects the CD from the drive and closes the dialog box. “Import” imports the selected Titles. “Grab All” imports all Titles. “Close” closes the dialog and “Eject after importing” ejects the CD from the drive after the importation process is completed.**

Using Internet Radio

If you have access to the Internet, then you can use *My MP3* to listen to Internet Radio live broadcasts and also record them!

Connecting to Internet Radio

Do this to connect to Internet Radio:

1. In the Folders section of the Pool, click on Radio Stations.

This will automatically connect you to a Steinberg server on the Internet from where a list of Genres (musical categories) is downloaded and listed both as a list of files in the Radio Stations folder in the Folders section and on the right side of the Pool.

-
- If nothing happens when you click on Radio Stations, then right-click on it and select “Refresh” from the context menu that pops up.
-

2. Double click on one of the Genre entries.

My MP3 will again contact the server and display a list of Radio Stations that play music of the selected category. The list contains the URL, the Station name and the used bit rate.

3. In the right section of the Pool, double click on the Antenna icon to the left of the selected Radio Station.

My MP3 will now automatically make a connection so that you can hear it. The scrolling text in *My MP3*'s Player will display information about the currently audible track.

- **As an alternative, you can also drag and drop the Radio Station from the Pool into the Playlist and then click the Play button in *My MP3*'s Player.**

-
- Please note that *My MP3* supports MP3 streams. Real Audio or Windows Media streams are not supported.
-

Recording from Internet Radio

While listening to Internet Radio via *My MP3*, you can also record the broadcast as MP3 file.

- **Just start recording by clicking on the Record button and Stop recording by clicking on the Stop button.**

Importing and Exporting Files from/to an FTP Server on the Internet

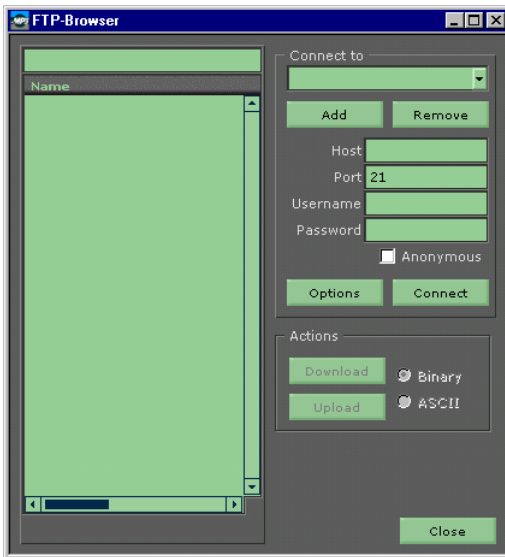
My MP3 provides its own FTP program. So, if your computer is connected to the internet, then you can also download or upload MP3 files from servers that support the FTP protocol!

Connecting

Do this:

1. Click on the FTP switch at the top of the Pool.

The FTP Browser dialog opens.



2. Connect your computer to the internet and use the fields to the right of the FTP Browser to type in the necessary FTP address, user name and password information.
Then click **Connect**.

When you're connected, then you should see the desired directory level of the FTP server that you have pointed *My MP3*' FTP Browser to.

The FTP Options Dialog

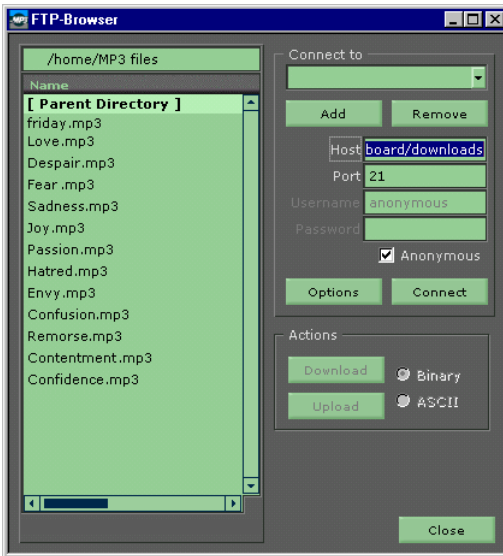
If you click on the Options switch in the FTP Browser dialog, then the FTP Options dialog opens. Here you can make the following settings:

Function	Description
Remember Password	If a password is necessary to enter an FTP site, then you can tell <i>My MP3's</i> Browser to remember it. This is done by ticking the Remember Password function.
Passive Mode	When you connect to an FTP server, this usually establishes the data connection to your computer. If the server does allow passive transfers though, then your computer can establish the data connection. This is the recommended, especially, if your computer is behind a router based firewall or another gateway that requires passive transfers. Passive Mode is enabled, when its check box is ticked. Click on it to select the desired setting.
Always use Default Download Path	Here you can define a default download directory on your hard disk, where you want all downloaded data to be stored. Click the Browse... button to open a dialog where you can select the desired directory.
Anonymous Password	Here you can enter the password for anonymous log-on to an FTP server. On public FTP servers, you can usually use "Anonymous" as your User ID and must enter your e-mail address as your password.
OK	Click on this to confirm your changes and close the dialog.
Cancel	Click on this to cancel your changes and close the dialog.

Downloading Files

- When your computer is connected to the FTP site, select the desired download file format (Binary or ASCII) by clicking on the appropriate radio button in the FTP Browser dialog. Except for text file transfers, Binary should generally be the format of your choice. Then select the desired file(s) or folder and click Download.

The file(s) will be downloaded and stored in the directory that you have determined in the FTP Options dialog (see “FTP Options” on the previous page).



Uploading Files

- When your computer is connected to the FTP site, select the desired upload file format (Binary or ASCII) by clicking on the appropriate radio button in the FTP Browser dialog. Then click Upload, select the desired file(s) in the file selector that appears and confirm by clicking OK.

The file(s) will be uploaded and stored in the directory that you have selected in the FTP Browser dialog.

Creating FTP Connection Presets

You can create, save and delete presets for FTP connections. Proceed like this:

- To create a preset, enter the FTP host name, port (if necessary) user name and password. Then click the **Add** button. The preset will be added to the “Connect to” pop-up menu and saved.
- To delete a preset, select it in the “Connect to” pop-up menu and click the **Remove** button.

The Options button – Setting the Preferences

If you click on the Options button, a Preferences dialog opens, where you can make a number of settings. This is how it works:

- Click on an item on the left side of the dialog to show the available options, then make your choice on the right side of the dialog.
- If you want to set several Preference options in one go without closing, you can use the “Apply” button to confirm the changes that you have made in the currently visible part of the Preferences dialog it.
- To set reset a Preferences dialog view to its default settings, click on Defaults.

Here’s what you can set in detail:

File Formats / CD Import, Exporting and Recording

This is where you can set Preferences for each of these actions (importing audio from CD, exporting it as a file and recording audio). The options available here do also appear in other places within *My MP3* and have therefore already been described in the [section “Importing Files from CD” on page 34](#).

Pool

In this section, you can define a path under which the Pool file is stored and activate / deactivate a function called “Trim Strings” that removes all blanks from all text entries in the Pool.

If “Update Radio Stations automatically” is ticked (active), then the program will automatically try to connect to the Steinberg server and download a list of Radio Stations, each time that you click on the Radio Stations Folder in the Pool. If your computer is not connected to the internet, then a Connect Error alert will be displayed.

Portable Player

You can use the “Do not show warnings” function to suppress warning messages that are sent by certain Portable MP3 Players.

Other functions might become available here, if you have connected a certain type of MP3 Player. You might e.g. be able to define how much memory space in a device able to play back MP3 data should be reserved for other data. Or, you might be able to define folders in which the MP3 data should be stored.

Recording

Two of these options Record Folder and File name are also displayed when you actually start recording in *My MP3* by clicking the Record button. The third – Capture Device – can be used to select the sound card that is used to “feed” the audio data into *My MP3*.

-
- To be recognized by *My MP3*, the sound card must use a DirectX driver.
-

User Interface

This can be used to select one of the available program languages. When you have made your selection, you must quit the program and start it again, for the changes to take effect.

Skins

Skins give the program a different look and feel.

At the time of release of this software, two different Skin are available for it. More will be available on the Steinberg web site shortly thereafter.

- **Please look up the Skins view in the Preferences dialog. It has a link to the Steinberg web site, from where you can download Skins.**

CDDB

This Function	does this
About CDDB	Shows information about CDDB and about the version of the software engine used.
Register	CDDB requires that you register before you can use it.
Options	Here you can make certain settings concerning CDDB.
Always Query CDDB when Disc is inserted	If this is active, each CD that you insert into your CD-ROM drive will automatically launch a CDDB query. For this to be useful, you need a constant connection to the Internet.

Data, that you have downloaded from CDDB, is stored locally in the *My MP3* directory. If you later insert the same CD into your CD-ROM drive, then the corresponding data (title, artist etc) is read from hard disk. This makes it unnecessary to contact CDDB again regarding this CD, even if “Always Query” is active. This is an advantage for people who do not wish to be online all the time.

Internet Streaming

Here you can make settings for downloading data from the internet.

Function	Description
Pre-buffer size	Use this fader to define the size of a buffer memory where data is stored temporarily before it can be used. A larger buffer size minimizes the risk of a stuttering playback when your internet connection is not very fast.
Don't get Stream Information	This lets you prevent that the song title and artist are transferred and displayed. A good idea, if you have a very slow internet connection.
Show Stream Name in Player	If this is ticked (active), then the name of the stream – e.g. the Radio Station name – is added to the streaming data and shown in the scrolling text in <i>My MP3</i> 's Player.
New File per Track	If this is ticked (active) then <i>My MP3</i> will automatically create a new file for each new title that it gets from Internet Radio.
Add Recorded File to Pool	This does exactly that: add the recorded file to the Pool.

Playback

Use the Playback Device pop-up menu to select the audio card that you wish to use for audio playback and the Playback Buffering fader to define the playback buffer size.

- To be recognized by *My MP3*, the sound card must use a DirectX driver.

Temporary Files

Here you can define a path for temporarily created files.

File Types

Use this to determine, which file types should be associated with *My MP3* on your computer.

The Manual button

If you select this, the manual will be loaded in Adobe Acrobat format, provided that a current version of the Adobe Acrobat Reader program is installed on your computer.

The WWW button

If you select this and are connected to the Internet, you will be connected to Steinberg's web site.

The Context Menus

Everywhere in the program you can bring up context menus that give you quick access to the functions that you need in a particular part of the program. All functions available here double up for a twin that comes in another flavour, e.g. as a switch.